

# Memorandum

TO : Chief, Records Administration Staff

DATE: 15 April 1965

FROM : Area Records Officer, Office of Logistics

SUBJECT: Records Report

REFERENCE: HN [ ] dated 24 February 1965

1. The Office of Logistics conducted a files cleanup campaign during the period 24 February through 31 March 1965. The following figures reflect the combined total effort.

Records Retired: 258 boxes

Records Destroyed  
In Offices: 95.7 cubic feetSafes Turned In: five 4 drawer  
Exchanges: one 4 drawer for  
one 2 drawerTurned In: 3 sets of  
Regulations  
(2 Hqs and  
[ ])

2. At [ ] working on elimination of Cargo files and duplication of records by consolidation of all related material in one official voucher file. Additional file equipment should be salvaged upon completion of this project.

OL/EO/R&amp;SB:TCB (15 Apr 65)

ADMINISTRATIVE - INTERNAL USE ONLY

Standard Form 63  
November 1961  
GSA Gen. Reg. No. 27

*Rita*

MEMORANDUM OF CALL

Date \_\_\_\_\_ Time *3 30*

TO- *Mr. C*

☒ YOU WERE CALLED BY- ☐ YOU WERE VISITED BY-  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ Number or code \_\_\_\_\_

- ☒ PLEASE CALL ☐ WAITING TO SEE YOU  
☐ WILL CALL AGAIN ☐ WISHES AN APPOINTMENT  
☐ RETURNING YOUR CALL  
☐ IS REFERRED TO YOU BY:

LEFT THIS MESSAGE: *Returned 2 letters*

*from R.C. & destroyed;*

*Receiving a number of items in R.C.S.*

*Now Next Week -*

63-106

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